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GENERAL SERVICES ADMINISTRATION

National Archives and Records Service

Washington, DC 20408

# GSA Declassification/Release Instructions on File

August 30, 1972

STATINTL

[REDACTED]  
Acting Chief, Records Administration Branch  
Central Intelligence Agency  
Washington, D. C. 20505

STATINTL

Dear [REDACTED]

Enclosed is a program and background information about a meeting to be held on the standardization of paper sizes. You are invited to attend the September 19, 1972, meeting.

The meeting will be held in the Archives Theater, National Archives, 7th and Pennsylvania Avenue, N. W., Washington, D. C. Please enter the building on the Pennsylvania Avenue side.

If you wish to attend please complete and return the enclosed registration form by September 15. For further information call (Area Code 202) 963-4154.

Sincerely,

  
HAROLD J. KOENIG  
Assistant Archivist  
for Records Management

Enclosures

STATINTL

Note: [REDACTED] represented our agency  
at the Seminar.

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PROGRAM

## Industry and Government Meeting on Standardization of Paper Sizes

Tuesday, September 19, 1972 -- Convenes 9:00 a.m.

Chairman: *Artel Ricks, National Archives and Records Service*

### OPENING REMARKS

*Harold J. Koenig*  
*Assistant Archivist, National Archives and Records Service*

*James B. Rhoads*  
*Archivist of the United States*

### STATUS OF LEGISLATION PERTAINING TO METRIFICATION IN THE UNITED STATES

*Jeffery V. Odom*  
*Metric Study Program*  
*National Bureau of Standards*

### BACKGROUND OF INTERNATIONAL PAPER SIZES (ISO)

*Arthur D. Dunn*  
*Consultant (Ottawa, Canada)*

### ENGLAND'S EXPERIENCE WITH THE ISO SIZES

*Miss A. E. Wiegand*  
*British Standards Institution*  
*London, England*

### U. S. INDUSTRY'S PROBLEMS WITH THE ISO SIZES

*Richard J. O'Brien*  
*Moore Business Forms*

### PAPER SIZES IN U. S. GOVERNMENT FILES and ANNOYANCE FACTORS IN MIXING TWO OR MORE SIZES

*William K. Wilson*  
*National Bureau of Standards*

### LEGIBILITY AND AESTHETIC CONSIDERATIONS OF PAPER SIZES

*Gerald L. Howett*  
*National Bureau of Standards*

### ECONOMIC FACTORS ASSOCIATED WITH PAPER SIZES

*Artel Ricks*  
*National Archives and Records Service*

### TENTATIVE CONCLUSIONS FROM U. S. GOVERNMENT STUDY OF PAPER SIZES

*Bernard J. Taymans*  
*Advisor, National Archives and Records Service*

### DISCUSSION

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On June 19, 1969, an invitation was extended to various organizations to attend a meeting in Washington to discuss the planned review by the U. S. Government of the sizes of paper used as a communication media.

Those who were in attendance at the meeting on June 30, 1969, received a report of that meeting. Subsequently they received from the Public Printer, who was a member of the advisory committee, a copy of the U. S. Metric Study Report, issued by the U. S. Department of Commerce, National Bureau of Standards.

The investigation that was undertaken following the June 30, 1969, Meeting revealed many activities that would have an impact on recommendations that might be made regarding the standardization of paper sizes and the developments since June 30, 1969, confirmed the wisdom of delaying actions on recommendations that would establish a new standard for the U. S. Government or for industry in general.

Since the June 30, 1969 Meeting, the Congressional Joint Committee on Printing and the U. S. Government Printing Office have initiated and are now implementing a new Federal Printing Program that has impact on the economic factors relating to Government paper sizes. There have been many discussions in relation to standards for various microforms. The new Postal Service has had underway extensive research on envelope sizes in relation to the automation of that system. Various new offices and agencies of the Government have expressed interest in the sizes of paper used in Government communications. On the international front considerable information has been developed which is of interest to those considering the standardization of paper sizes within the United States. In a recent meeting of the American National Standards Committee on Office Machines and Supplies, that committee expanded its scope to include the consideration of basic paper sizes. The committee (X-4.A7), under the chairmanship of Mr. R. J. O'Brien, has recently prepared a report on ISO "A" sizes in the U. S. business environment. The National Bureau of Standards has completed work on two reports which are directly related to the paper size study.

These developments, together with information developed in our study of the sizes of paper used as a communication media, have been brought together into a draft of our proposed report.

A meeting to discuss the concept and approaches resulting from the study of paper sizes will be presented at the National Archives, Washington, D. C., on September 19. Miss A. E. Wiegand, Senior Technical Officer of the British Standards Institution, London, England, has accepted an invitation to address the meeting. She is familiar with the development and use of "A" paper sizes in various countries and will discuss the problems and advantages that England and other countries have experienced in the changeover to A sizes.

In addition to organizations who were represented at the meeting on June 30, 1969, invitations are being extended to all others who may be interested in the recommendations that will be contained in the forthcoming report. Our meeting, like the June 30, 1969, meeting, will be for the purpose of conveying informally the opinions of those present regarding proposals to be included in the report.